# **ePermits Center**

The Contra Costa County ePermits Center was designed to provide citizens and contractors with a portal for searching record, contractor, and parcel information from the county's application and permitting database as well as allow for online permit applications.

The ePermits Center can be accessed by going to <a href="https://www.epermits.cccounty.us">www.epermits.cccounty.us</a>

## **Home Page**

Select what you would you would like to search for:

- Building tab will display all permit applications for residential and commercial projects
- Planning tab will will display select project applications
- General Information property search will display basic address and parcel information



# **Property Information Search**

From Home Page, click Lookup Property Information

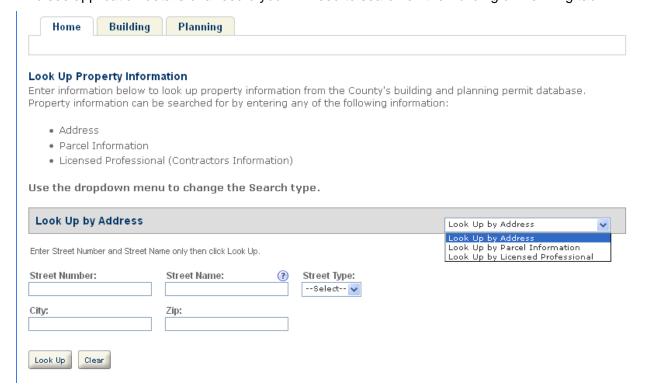
### What would you like to do today?

To get started, select one of the services listed below:



You can search by Address, Parcel Information or Licensed Professional (Contractor) by clicking on the drop down box to make your selection.

\*\*To see application details of a record you will need to search on the Building or Planning tab.



# **Building Permits General Search Screen**

On the ePermits Center Home page, click on Search Applications in the Planning section

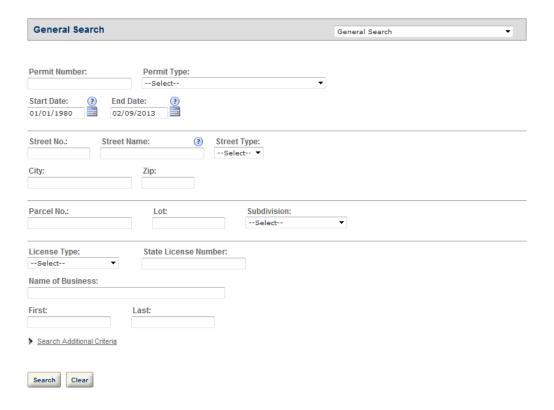
## What would you like to do today?

To get started, select one of the services listed below



General Search screen allows you to search by permit number, permit type, street address, and contractor in one screen.

- If searching by specific permit number, you must have the full building permit number which is like BIXX13-000001. For building permits prior to 2010 the number will look like BI123456.
- If searching by street address, type in street number and street name only. The search will bring back all matches and you can select the address you are looking for.
- If searching by contractor, choose Contractor from the License Type drop down and type in the contractor's license number in the State License Number field.
- If searching for all application types in a date range, select the type from the Permit Type drop down.
- If searching by specific date range make sure to revise your start and end date.
- It is recommended that you use fewer search criteria if you do not get the desired seach results.



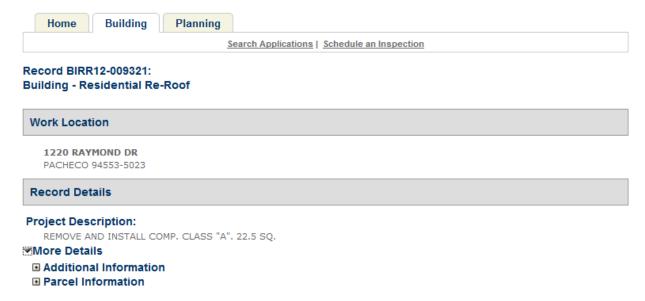
You may have to scroll down on the search page if you do not see your results Click on the record number hyperlink to see the details for the record



#### **Permit Details**

Click arrows and plus signs to expand and reveal more information

To go back to your search results, use the browser's back button



## Inspections

Upcoming scheduled inspections and completed inspections are shown.

Click View Details next to inspection items to see more information

#### Inspections

Rescheduling or cancelling inspections can be done here on the day of the inspection before 6:00 AM. To reschedule or cancel an inspection scheduled for today and it is after 6:00 AM, call the Application and Permit Center at (925) 674-7200. Please have your record number ready.

The time listed next to a scheduled inspection represents an estimated time of arrival within a 3 hour window. For example if the scheduled time states 9:00 AM, the inspector will arrive between 9:00 AM and 12:00 PM.

#### **Upcoming**

#### Schedule or Request an Inspection

You have not added any inspections.

Click the link above to schedule or request one.

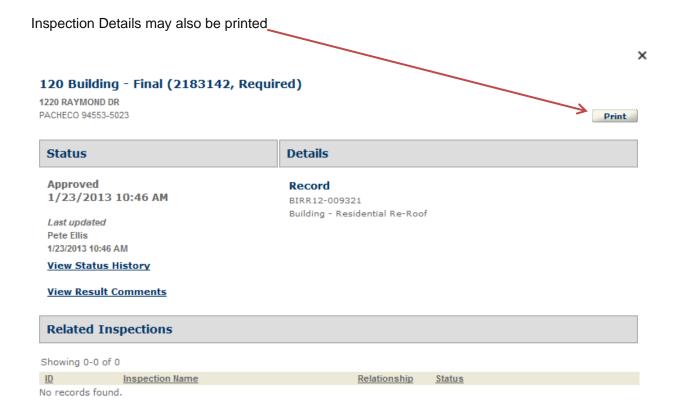
## Completed (2)

Approved - 2

Approved 123 Roof/In Progress Result on 01/22/2013 at 09:48 AM

Approved 120 Building - Final Result on 01/23/2013 at 10:46 AM View Details

View Details



## **Processing Status**

Displays what application processing tasks have been completed.

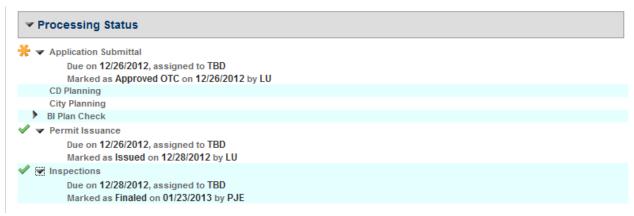
Click on the black arrows to expand and see details of when and who approved the task.

The green checkmarks indicate the task has been completed.

Click on the + sign within the task to expand the task comment.

The hourglass indicates the task is active and not completed.

No symbols next to a task name indicate the task is not active yet or may not be necessary for the project.



## **Valuation Calculator**

Displays the job valuations used to calculate the permit fees for the project.



# **Planning Applications General Search Screen**

On the ePermits Center Home page, click on Search Applications in the Planning section

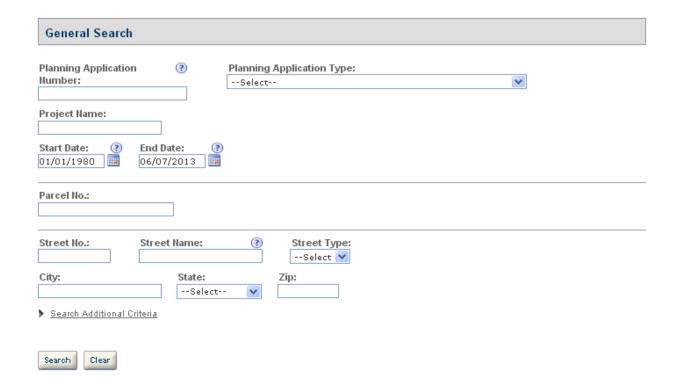
## What would you like to do today?

To get started, select one of the services listed below



General Search screen allows you to search by application number, application type, street address, or parcel number in one screen.

- If searching for a specific Planning application you must enter the full application number which is like CDXX13-12345. You may also use a % symbol as a wild card if the application number you've been given looks like VR13-1234. You must enter %VR13%1234 in the planning application number search field.
- If searching for all application types in a date range, select the type from the Application Type drop down.
- If searching by specific date range make sure to revise your start and end date.
- It is recommended that you use fewer search criteria if you do not get the desired seach results.



You may have to scroll down on the search page if you do not see your results Click on an application number to see the detail.



## **Application Details**

Displays the Work Location, Parcel Information, Project Description. Click on the + signs to expand for more information. To go back to your search results, use the browser's back button



## Fees

This section may be expanded to show the invoice numbers and amount of fees collected within the office for the project. Click on the arrow pointing to the right to expand the section.



## **Processing Status**

Displays the application processing steps and what has been completed so far.

Click on the black arrows > to see the status history for each task.

The green checkmarks indicate the task has been completed.

Click on the + sign within the task to expand the task comment.

The hourglass indicates the task is active and not completed.

No symbols next to a task name indicate the task is not active yet or may not be necessary for the project.



# **Attachments**

This section shows documents that are associated with the processing of the application. Being able to view the documents is coming soon.

✓ Attachm	nents						
Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action
Application	CDLP10-02059	Planning/Land Use Permit/Take Out Food/NA	Record		0 bytes	11/09/2012	Actions
Cover	CDLP10-02059	Planning/Land Use Permit/Take Out Food/NA	Record		0 bytes	11/09/2012	Actions
Documents	CDLP10-02059	Planning/Land Use Permit/Take Out Food/NA	Record		0 bytes	11/09/2012	Actions
Proof of Publication	CDLP10-02059	Planning/Land Use Permit/Take Out Food/NA	Record		0 bytes	02/26/2013	Actions
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